

Full-Time Wyoming Army National Guard Vacancy

ARMY GUARD AREA 2 – JOB OPPORTUNITY TECHNICIAN VACANCY ANNOUNCEMENT

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

19 June 2007

ANNOUNCEMENT #: 07-117

CLOSING DATE: 18 July 2007

POSITION TITLE, SERIES AND GRADE: Program Analyst, GS-0343-09

SALARY RANGE: \$43,731.00 - \$56,849.00 per year

LOCATION OF POSITION: USPFO, Cheyenne, Wyoming

APPOINTMENT FACTORS: Excepted Service Enlisted - the incumbent of this position is required to be a military member of the Wyoming Army National Guard. Maximum military grade authorized is E-9.

MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA: After selection, must possess or be eligible for assignment to a military position in Enlisted CMF 44.

POSITION SENSITIVITY: 2 – Non-Critical Sensitive (NCS)

AREA OF CONSIDERATION: For Job Opportunity Technicians: This vacancy is open to all active members of the Wyoming Army National Guard. (see page 3 for technician application procedures).

QUALIFICATION REQUIREMENTS: GENERAL – Must have experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

SPECIALIZED - Must have 24 months of specialized experience to qualify at the GS-09 level which has included:

- (1) Experience in the use of techniques and procedures for conducting and interpreting reviews and analysis;
- (2) Experience in developing program plans and goals in accordance with organizational objectives and resources, making adjustments as necessary;
- (3) Experience in preparing reports (i.e., writing reports on internal operations of an activity).

SUBSTITUTION – A maximum of 12 months of the required specialized experience may be substituted (for positions above the GS-07 level, only) by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. Courses must be directly related to the work of the position (i.e., english composition, public administration, personnel administration, statistics, psychology, etc.) Transcripts or certificates of completion must be provided in order to receive the substitution credit for specialized experience.

DUTIES AND RESPONSIBILITIES: This position is located in a State Headquarters directorate or division level office. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate or division. This position requires military membership. It is designated for National Guard enlisted incumbency only. The guidance for “Enlisted Only” was made based on the emphasis to assist mid-level management in the daily business of program management. While this position is intended to assist managers, it is not responsible for establishing policies or managing resources. The position requires a more narrowly defined focus of a specific functional area, i.e., personnel, logistics, training, operations, etc. Incumbent performs duties necessary to accomplish program analyst functions and provide for customer services in support of programs essential to state Army or Air National Guard daily readiness missions. Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate or division summaries from reports submitted by Major Subordinate Commands (MSC)*. Assists management in interpretation and utilization of reports and information provided. Provides recommendations to subordinate organizations for proper management of programs. Based on budget guidance received from higher headquarters, develops an annual budget for programs. Reviews prior and current budgets/funding trends, compiles funding projections and prepares funding recommendations. Researches and interprets personnel and training regulations, DA Pam’s, Circulars, and NGB guidance. Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Develops, collects, and maintains various historical data used to initiate planning, programming and

execution of current and future training and operations programs. Performs other duties as assigned.

NOMINATING OFFICIAL: 2LT Amy Fortuna, Accountant

WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:

2d Lt Jamie Tschacher at (307) 772-5205, DSN 388-5205, or E-Mail james.tschacher@us.army.mil

The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

PRE-EMPLOYMENT INQUIRY: An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

SUBMIT YOUR APPLICATION TO: Human Resources Office
Attn: Technician Staffing
5500 Bishop Boulevard
Cheyenne, WY 82009-3320

INSTRUCTIONS FOR APPLYING: All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

TECHNICIAN SPECIFIC INSTRUCTIONS: You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose. As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade, MOS and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/mailed applications **WILL** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5205, DSN 388-5205, or email james.tschacher@us.army.mil for any additional information or clarification that you may need in reference to this procedure.